

# Letter of Demand for Reconciliation of Underpaid Telecom Charges

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Telecom Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a reconciliation of the telecom charges billed to my account ([Your Account Number]) for the billing period of [Specify Period]. Upon reviewing my statements, I have identified discrepancies that indicate I have been undercharged for the services utilized.

Details of the discrepancies are as follows:

- [Description of the first discrepancy]
- [Description of the second discrepancy]
- [Additional discrepancies if any]

According to my calculations, the total amount due, including the underpaid charges, should be [Total Amount]. I kindly request a detailed breakdown of my account, including the applicable rates and any adjustments made to my charges.

Please respond to this request by [Specify Date], so we can resolve this matter amicably. If necessary, I am available for a call or meeting to discuss this further.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]